
SOUTH JORDAN CITY CITY COUNCIL REPORT

Council Meeting Date: August 15, 2023

Issue: Resolution 2023-40 City Drone Policy 110-02 Update

Submitted By: Jason Rasmussen

Department: Office of City Manager

Staff Recommendation (Motion Ready): Approve R2023-40

BACKGROUND: In 2018 the City established a drone use policy. The intent of this policy was to provide guidance on the proper use, operation and processes for City staff using aerial drones. There are multiple City departments using drones for their respective department operations. This policy is applicable for staff use of drones as part of their job duties. It does not apply to the general public.

TEAM FINDINGS, CONCLUSIONS & RECOMMENDATIONS:

FINDINGS: After reviewing the existing policy, it is prudent to update the policy to account for staff drone use practices.

CONCLUSIONS: Updating the existing policy will improve and streamline drone use operations and processes. It will enhance training requirements for staff who use drones and bring the policy in line with current drone use practices.

RECOMMENDATIONS: Approve R2023-40, updating the City drone policy.

FISCAL IMPACT: None

ALTERNATIVES: Not approve R2023-40

SUPPORT MATERIALS: City Drone Policy 110-02

City Council Action Requested: Jason Rasmussen
Department Head

8/11/2023
Date

RESOLUTION R2023 - 40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH, ADOPTING AN AMENDED CITY-WIDE POLICY 110-02 DRONE OPERATION.

WHEREAS, the City of South Jordan Ordinance 2.12.030 requires the City Manager's proposed regulations governing the administration of the City be promulgated in writing; and

WHEREAS, the City Manager has determined this policy is City-wide in nature; and

WHEREAS, the City Manager has determined that given the subject matter of this policy, City Council review and approval is preferable; and

WHEREAS, the City Council has previously adopted a City-wide Policy regarding drone operation in Resolution 2018-23, and now desires to update that policy; and

WHEREAS, the proposed policy will amend and update the policy of the City regarding drone operation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH:

SECTION 1. Adoption of Amended City-wide Policy 110-02 Drones. The City-wide Policy 110-02 Drones as attached is hereby adopted.

SECTION 2. Effective Date. This Resolution shall become effective immediately upon passage.

**APPROVED BY THE CITY COUNCIL OF THE CITY OF SOUTH JORDAN, UTAH,
ON THIS _____ DAY OF _____, 2023 BY THE FOLLOWING VOTE:**

	YES	NO	ABSTAIN	ABSENT
Patrick Harris	_____	_____	_____	_____
Bradley Marlor	_____	_____	_____	_____
Donald Shelton	_____	_____	_____	_____
Tamara Zander	_____	_____	_____	_____
Jason McGuire	_____	_____	_____	_____

Mayor: _____
Dawn R. Ramsey

Attest: _____
City Recorder

Approved as to form:



Ryan W. Loose (Aug 11, 2023 21:49 MDT)
Office of the City Attorney

City of South Jordan
City-wide Policy 110-02
Drones

POLICY STATEMENT

To establish guidelines for City employee use of City owned unmanned aircraft systems (“drones”).

APPLICABILITY

This policy is applicable for all City departments except for the South Jordan Police Department.

RESPONSIBILITY

The responsibility for compliance of this policy rests with the employees authorized to use City drones and their respective Department Directors. Department directors with drone pilots in their departments are ~~The Administrative Services Director is~~ generally responsible for compliance with and interpretation of the policy.

DEFINITIONS: Except as otherwise defined in this Policy, the City adopts all definitions, as now defined and as amended, as outlined in Utah Code Annotated Title 72 Chapter 14 and as defined in 14 CFR part 107.

Drone: Small unmanned aircraft system weighing less than 55 pounds, including everything that is onboard or otherwise attached to the aircraft, and can be flown without the possibility of direct human intervention from within or on the aircraft.

POLICY AND PROCEDURES

1. Follow all FAA requirements, including:
 - a. The pilot in command (drone operator) of a drone must have a valid remote pilot certificate.
 - b. All drones used for commercial, government, or non-hobby purposes must be registered with the FAA.
 - c. The ~~Dr~~one operator must maintain a visual line of sight with the drone at all times during drone operation, and ~~must~~ be aware of local weather conditions and ground hazards, if any.
 - d. Drone operators shall not fly a drone higher than 400 feet above ground level. However, if flying within a 400-foot radius of a structure, a drone operator may fly to a maximum of 400 feet above the structure’s uppermost limit.
 - e. Drone operators shall not violate controlled airspace regulations.
 - f. Drone operators shall not operate a drone:
 - i. near emergency response efforts, unless otherwise requested by emergency personnel coordinating the efforts,

- ii. over stadiums and sports events, or
 - iii. while under the influence of drugs or alcohol, according to the 14 CFR Part 107.
 - g. Regulations for ~~O~~operation ~~O~~ver ~~P~~people:
 - i. 14 CFR Part 107 ~~P~~prohibits a drone operator from flying a drone directly over a person who is not under a safe cover, such as a protective structure or a stationary vehicle.
 - ii. However, a small drone may be flown over a person who is directly participating in the operation of the drone (including the drone operator and other observers who are necessary for the safety of the drone operation).
 - iii. Drone operators can comply with these requirements as follows:
 - 1. Select an operational area (site) that is clearly unpopulated or uninhabited. If you ~~do~~ select a site that is populated or inhabited, have a plan of action that ensures people stay clear of the operating area, remain indoors, or remain under safe cover until the drone flight has ended. Safe cover is a structure or stationary vehicle that would protect a person from harm if the drone were to crash into that structure or vehicle, and
 - 2. Ensure the drone remains clear of people who may enter the operating area.
 - h. Discontinue any flight when the drone operator knows or has reason to know the drone is not in a condition for safe operation.
2. Drone Operator Qualifications:
- a. Valid remote pilot certification through the FAA and Part 107 Small UAS Recurrent Certification as applicable (license must be on the drone operator's person prior to and during operation of a drone), and
 - b. ~~5 hours of drone operations experience, unless operation experience is waived by a Department Director.~~ The ~~O~~operator must have completed the City-adopted training program and specialized training as deemed necessary relative to the department infor which the operator will be conducting drone operations.
3. Log every drone flight.
- a. Information documented will include:
 - i. Date of operation
 - ii. Start and ~~E~~end times of operation

- iii. Location of operation
- iv. Drone ~~O~~operator name and ~~Spotter names~~ Visual Oobserver name, if utilized
- v. Purpose of the operation
- vi. Drone operator's acknowledgement of performing ~~P~~pre-~~F~~light ~~C~~check

~~4. Notify South Jordan Police Department.~~

~~Drone operators are required to notify the South Jordan Police Department prior to any drone operation.~~

~~South Jordan Police Department will designate a point of contact for the drone operators to notify.~~

~~The drone operator will provide the following to the point of contact:~~

~~O. Date of operation~~

~~O. Start and End times of operation~~

~~O. Location of operation~~

~~O. Drone Operator and Spotter names~~

12.4. Perform Pre-Flight checks.

- a. A pre-flight check shall be conducted to ensure safe operation of a drone.
- b. This check will include, but not be limited to:
 - i. ensuring drone has current firmware updates,
 - ii. verifying adequate battery level,
 - iii. ensuring the camera ~~operation~~is operating,
 - iv. checking the communications link between the remote control and the drone,
 - v. external examination for damage or loose parts, and
 - vi. all of the drone manufacturer's checklist or procedure.

13.5. Drone Equipment:

- a. Drones operated by City Staff must be owned by the City. Personal drones may not be operated for City use.

- b. Drones must be registered ~~through registermyuas.faa.gov~~ the FAA to the City of South Jordan ~~to the City of South Jordan through the FAA.~~
- c. Drones must be clearly labeled with the registration number assigned.
- d. Certificate of registration must be available for inspection at the time of drone use.

14.6. Reporting Accidents.

- a. City Staff will follow the incident reporting protocol outlined in the Employee Handbook for any incidents or damages caused during the operation of a drone, and report the incident to the Risk Management Division outside of normal wear and tear.
- b. If operation of a drone results in serious injury, loss of consciousness, or property damage (to property other than the drone) of at least \$500, City Staff will report the incident to the FAA within 10 days.

APPROVED AND PASSED THIS 15TH DAY OF ~~MAY~~ August, 20182023

CITY OF SOUTH JORDAN COUNCIL

DAWN R. RAMSEY, MAYOR

APPROVED AS TO FORM:


Ryan W. Loose (Aug 11, 2023 21:49 MDT)

CITY ATTORNEY'S OFFICE